

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
JUNE 13, 2011**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith (arrived at 7:08 PM), Dennis Doyle, Anna Eddy, Pauline Kruk, Judy Igielski, Iris Larsson, LeeAnn Manke, Eric Rothauser (arrived at 7:20 PM), Neil Ryan (arrived at 7:07 PM), Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Alan Nafis, Maureen O'Connor Lyons, Tony Palermino

STAFF

Donna Miller, Library Director
Gail Whitney, Secretary for the Board

STAFF ABSENT

Lisa Masten, Assistant Library Director

TOWN COUNCIL LIAISON

Kris Nasinnyk

TOWN COUNCIL LIAISON ABSENT

David Nagel

BOARD OF EDUCATION LIAISON ABSENT

Sharon Braverman

FRIENDS

Brian Wood

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:03 PM. Diane asked the Board if they had their sheet for committee assignments to please hand them in to her.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reported that the Board received a very nice note from Donna sent to Eric thanking the Board for the Staff Appreciation Dinner. Judy also passed around a thank you note from Julie Bergmann for the Staff Appreciation Dinner.

Diane commented that the minutes should be corrected under House Committee regarding the motion to allocate \$2,000 for fencing and bike racks, not the lighting projects. **MOTION: Anna Eddy made a motion to accept the minutes of the regular monthly meeting of May 9, 2011 as amended, Iris Larsson seconded the motion, and the motion to accept the minutes of the**

regular monthly meeting of May 9, 2011 as amended was unanimously approved with a 7-0 vote; Judy Igielski abstained as she was not in attendance at the May meeting.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that she has paid the bills from the race and the gross amount is \$10,957.25, expenses \$3,654.39, for a total profit of \$7,302.86. The cost of the Staff Appreciation Dinner was \$3,482.25, however there may be a couple of outstanding bills. The Florence Wood Estate donated \$25,000 to the Library and this will be recognized for the Legacy Society at September's Annual Library Meeting.

V. LIBRARY DIRECTOR'S REPORT

Donna thanked the Board again for the Staff Appreciation Dinner. The Library Staff has commented that it was a wonderful evening, beautiful decorations, and the food was delicious. She stated she received a thank you note from John Salomone for the donation made in his father's memory. As Iris stated, a check for \$25,000 was received from the Florence Wood Estate. Florence was a 30 year Newington resident and loved the Library and taking out DVDs. Donna stated she has had a lot of firsts: she spoke to the Rotary Club on May 15th; she was asked by Al Cohen to speak at a Kiwanis Club meeting; she attended the Newington Chamber's May Board meeting and Annual Meeting; and the Library's 5K Race on May 15th where she was very impressed with the 308 registrants.

In building updates: there is water damage from the rain on the ceiling in the Children's program room – it has leaked and buckled; the ceiling in the upstairs hallway also needs to be fixed and repainted due to water damage; the parking lot should be finished soon with handicapped spaces outlined, paving, and placement of one-way signs, the parking spaces will be diagonal and the present lines need to be resealed in order to paint new diagonal lines; the air conditioning is not fully functioning downstairs – it is at 60%; Donna walked the property with Mark Ripley and Steve Tofeldt and pointed out dead shrubs, sticks from the wind, grinding the stumps, and mowing; the Library sign is all rotten and there was a suggestion to get a plastic sign that would require no maintenance.

In personnel issues, Kathy Merlino's position has been filled by Nicole Nichols and Nicole's position is now open; interviews for that position will take place June 20th and 23rd – over 132 applications were received for this 19 hour position with no benefits.

The 3M Corporation is launching a new online service in the fall for downloading EBooks; there was discussion last month on the Overdrive program that is presently used and how it will be restricting the number of times a book can be downloaded.

Donna met with Superintendent of Schools Dr. William Collins on May 23rd and was able to tour the Board of Education offices. She was very impressed with the student art work on the walls of the Board of Education offices. She discussed with Dr. Collins working on an E-Newsletter for teachers; this is something she did in Avon and it was very well received by the Avon teaching staff. Dr. Collins seemed very interested in this collaborative effort.

The Children's staff and the Friends marched in the Town's Memorial Day Parade.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa was not in attendance. Donna gave the following report from Lisa:

1. The kick-off and registration for the Adult Summer Reading program "Novel Destinations" will be held on Thursday, June 16th from 11:00 AM to 1:00 PM or 4:30 to 7:30 PM in the Community Room. Please support the program by registering online or in the library. This year's theme for all three summer reading programs is "travel." The children's program is called One World, Many Places, and the teen program is called "You Are Here." The children and teens All-ages kick-off program will be held on Saturday, June 18th in the upper Town Hall parking lot. The All-ages program will once again be held in conjunction with the Parks & Recreation Touch-A-Truck program.
2. The 55" TV that was purchased as part of the Hartford Foundation for Public Giving grant and the wireless device that allows the laptop to communicate with the TV are now up and running. This will allow us to project the images from the laptop to the TV instead of having to set up an LCD projector each time we have this type of presentation.
3. We are in the process of purchasing two color nooks and two iPads for the library. The color nooks will circulate like the two nooks we currently own. The iPads will only circulate in the library.

VII. FRIENDS OF THE LIBRARY

Brian Wood reported that the Friends held their annual meeting on June 1st with guest speaker author Jan Mann. Officers were elected: President Natalie Harbeson, Vice-President Christy McDonald, Secretary Mary Wood, and Treasurer Brian Wood. The Friends 50th Anniversary gala is scheduled for June 18th and will be held at the Sphinx Shrine Center; tickets are still available. The Friends are sponsoring a bus trip to Newport on July 23rd at a cost of \$25. The Friends will be involved in the Extravaganza in July. The Friends website is up and running – www.FriendsLRWLibrary.org.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie reported that the Republican Town Committee has nominated Sue Wright to come back on the Library Board.

B. Investment Committee

Neil reported that the Investment Committee was to meet with Carol Pekrul on June 8th but that has been rescheduled to June 22nd 6:30 PM.

C. House Committee

Diane reported that she has been exchanging many emails with Donna, Lisa, and Lynn about the shutters and lighting along the side of the building. The purchase of eight up-lights would cost \$2,400. **MOTION: Judy Igielski made a motion to allocate up to \$3,000 to purchase the outside lighting, Anna Eddy seconded the motion, and the motion was passed unanimously with an 11-0 vote.** Iris asked about the plastic sign. There was discussion that there are uniform-type signs throughout Town that are the responsibility of the Town and wouldn't the Library sign fall into this same category. This will be looked into. Iris then commented on the condition of the outside sculpture and although it is supposed to have a weathered look, it looks like it needs to be cleaned.

Diane has done extensive research on new shutters. She has spoken with various people who have suggested structural PVC and fiberglass shutters and for her to contact contractors such as Enterprise Builders in Newington, Atlantic Premium Shutters, Rings End in Niantic, and Ultimate Construction with regard to removal and installation. Painted cedarwood shutters would cost approximately \$13,000; composite shutters would cost between \$10,000 and \$12,000. She will continue to compile information and email suggestions to the Board for an email vote.

Neil researched bike racks and distributed information to the Board. He stated that we need a bike rack would hold 10 to 12 bicycles. If necessary, Newington's Highway Department said they could drill holes into the sidewalk to install the bike rack. He will continue to compile information and email suggestions to the Board for an email vote.

LeeAnn researched fencing. The Town has indicated that the fencing needs to be stronger than a residential type fence and should follow the curve of the wall, and what the difference is between a barrier fence and a guard fence. She has submitted specifications and drawings to the Town and is waiting to hear from them. She will continue to compile information and email suggestions to the Board for an email vote.

The bike rack and fencing funding was already approved at the May meeting to allocate funds up to \$2,000 for these projects.

D. Facility and Site

Maureen was not in attendance. Iris reported that Maureen is doing better and that she misses everyone.

E. Fund Development

LeeAnn, Anna, and Donna met this evening. Information on the Legacy Fund will be updated on the website and the PowerPoint. They will explore places to distribute the Legacy Fund brochure, such as the Senior and Disabled Center, and assisted living facilities.

F. Budget

Alan was not in attendance.

IX. OLD BUSINESS**A. Library Road Race**

Eric reported that the race was a huge success – largest to date with 308 registrants. The registration went smoothly, and the entire day, despite the rain, was great. Eric thanked everyone for their help.

B. Nominating Committee – Officers and Committee Appointments

Eric asked that everyone hand in their committee assignments and nomination forms. The Nomination Committee will meet over the summer. The Annual Meeting is scheduled for Monday, September 12th with the regular meeting at 6:00 PM and the Annual Meeting at 7:00 PM.

X. NEW BUSINESS

Donna asked about the Board about removing the piano in the Community Room; staff would like to build a storage closet in that area and the piano is old and needs some work. **MOTION: Diane Stamm made a motion to ask the staff to find a good home for the piano, someone who will take the responsibility to move it and take it as is, Dennis Doyle seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote.**

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Anna Eddy made a motion to adjourn, Judy Igielski seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with an 11-0 vote at 8:37 PM.